

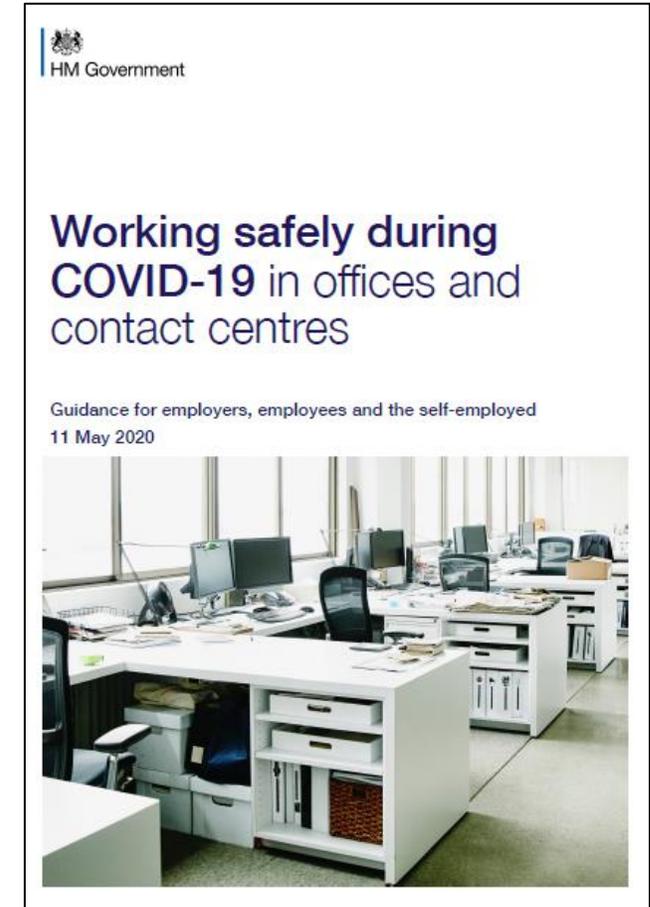
# Covid 19 Secure – GIS Precautions

HM Government has released specific workplace guidance to facilitate the return to work by businesses. 3 apply to us:

- “Working Safely during coronavirus in offices and contact centres”
- “Working Safely during coronavirus in labs and research facilities”
- “Working Safely during coronavirus in factories, plants and warehouses”

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

- GIS has incorporated this guidance into our risk assessments, consulted with staff and other tenants, and implemented changes to our UK offices.
- This public facing brief provides a summary of measures taken
- Full details are available from GIS’ Chief Operating Officer



- Precautions are based on current business requirements:
  - A maximum of 15 - 18 staff on anyone day, evenly spread around office areas
    - Capacity, not expectation
  - No hot desking (except labs)
  - Few visitors – contractors and deliveries only
  - Business travel will be considered based on regulations / guidance at the time

Savills are responsible for maintaining the communal building areas of Edinburgh House. Their precautions are as follows:

- Social Distancing
  - Increased signage
  - One way stairwells; one way system through doors
    - One way stairwells not required until occupancy of Edinburgh House rises
  - One person per lift; marked waiting area clear of lift
  - Cones to manage access to toilets [GIS managed precaution]
- Hygiene
  - Increased cleaning of toilets and touch areas in communal areas
    - Now twice daily
    - May be increased further once more staff in Edinburgh House
  - Hand sanitiser in lift lobbies
  - Touch free door exit controls
  - Savills to provide one lever operated warm sink tap per toilet block

## Kitchen (and downstairs kitchenette)

- Social Distancing
  - 2m line around sink dwell areas
  - Kitchen - Maximum of 2 seated:
    - 1 in central cubicle next to wall (other cubicles blocked)
    - 1 at central bar
  - Kitchenette – maximum of 1 seated
- Hygiene
  - Increased cleaning of touch areas
    - Twice daily by GIS staff (in addition to daily clean)
  - Hand sanitiser available
  - Dishwash at highest temperature possible
  - Provision of wooden stir sticks to prevent teaspoon reuse
  - Doors held open
  - Bins emptied daily

- Social Distancing
  - Virtual meetings wherever possible
  - Meetings held out of the building if possible
  - Meeting rooms as a last resort, then:
    - Minimise attendance
    - Max room capacities (next slide)
    - Chairs stacked away to discourage use
- Hygiene
  - Sanitising materials for cleaning equipment and surfaces after use

## Meeting Rooms (2)

Room	Socially Distanced Capacity
Visitors' Room	3
Small Visitors' Room	1
Training Room	2
South Wing Meeting Room	3

- Social Distancing
  - Low density use
    - Zone marking not appropriate
  - No hot desking
    - Includes individual offices
  - Irregular attendees to book visit to office with Business Support Team
    - Allows social distancing to be managed
  - Reallocation of desks to reduce requirement for “walk past” <2m
    - Cannot be eliminated in all scenarios but dwell time very low and preferable to hot desking
- Hygiene
  - Doors open wherever possible
  - Additional cleaning of touch points twice daily
  - Sanitiser distributed
  - Paper tissues available
  - Bins emptied daily
  - Used desks cleaned daily

- Social Distancing
  - Re-arrangement of desks to improve social distancing
  - Zone marking on floors
  - Full return of staff from furlough will require some form of shift working or some continued work from home
- Hygiene
  - Doors open wherever possible
  - Additional cleaning of touch points twice daily
  - Sanitiser distributed
  - Paper tissues available
  - Bins emptied daily

- Clear desk routine
- Calendars to book rigs and R&D lab
- Cleaning of print rigs and touch points
  - Before and after use
- Keyboard covers provided
- Cleaning of lab benches
  - Before and after use
  - Daily by cleaners

- Print Lab
  - 3 people in lab if distributed across rigs
  - Zones marked on floor
- R&D lab
  - One person to book and “own” lab – second person if positioning allows
  - Thoroughfare closed if breaches 2m line
- Noisy/Smelly Lab
  - 1 person only
  - Door shut to allow thoroughfare – lab vent on recirculation

- Deliveries to Atrium desk and on round desk in Production entrance only
- Personal deliveries only to those permanently in office
- No hand transfer of packages to GIS staff
- Social Distancing notices for delivery drivers
- No change to despatch procedures as these are already socially distanced

- Assumed for the time being this will be contractors only
  - Routines will be revisited when commercial visitors start
- Sanitiser available on reception desk
- Notification sign on arrival for visitors
- Visitors' Book removed – to be recorded in spreadsheet by BST
- Visitor passes sanitised between use

- If staff have to travel to work by Public Transport, stagger working hours to travel out of peak times
- Staff should not car share with someone not in their household
- GIS outbound business travel to be assessed in detail when time comes

- Emergency First Aid should continue
  - [1<sup>st</sup> Aid Guidance from resuscitation Council UK](#)
  - Face masks provided for CPR
  - “Risk of Coronavirus is small against certainty someone in cardiac arrest will die”
- Plasters (etc) can be self-administered by staff
- Fire evacuation procedures revisited to reflect reduced occupancy

# PPE and Face Coverings

- “Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings”
  - Risk should be managed by social distancing rather than PPE unless the risk is “very high”
  - Gloves act as a carrier if you touch your face, just like fingers
  
- Face Coverings are not classified as PPE as they potentially protect others not yourself, but staff may wear them if they wish.
  - “It is important to know that the benefit of using a face covering to protect others is weak and the effect likely to be small.”
  - If someone chooses to wear a face covering, **it does not remove the need for other precautions, and:**
    - Wash hands before putting it on
    - Avoid touching face
    - Change it if it becomes damp
    - Change and wash it (60C) daily
    - GIS provided masks are not washable and should be disposed of in a covered bin
  
- GIS has stocks of facemasks to use as coverings for anyone choosing to wear one

